

Agenda

CIPHI Alberta Branch
Executive Meeting Minutes (Approved)
September 22, 2014

ITEM	DETAILS	ACTION ITEMS
	Meeting called to order at 4:06pm	
1.0	Roll Call & Memoriam	
	<p>1.1 Roll Call Present: Jason MacDonald, Jon Elliott, Danny Thepsouvanh, Daria Romanish, Wayne Quan, Jeremy Roberts, Andrea Germann, Jessica Popadynetz Regrets: Scott Budgell, Adrea Simmons, Koreen Anderson, Thomas Cheung Guests: 1.2 In Memoriam: none</p>	
2.0	Approval of Agenda	
	<p>Add: MOTION: Motion to approve the agenda NAME: J. Roberts/D. Romanish</p>	Carried
3.0	Approval of May 12, 2014 Executive Meeting Minutes	
3.1	<p>Add: Section 5.5 numbering was changed Delete: MOTION: Move to approve the minutes from May 12, 2014 NAME: J. Popadynetz/W. Quan</p>	Carried
4.0	E-mail Motions	
	<p>Motion: CIPHI Alberta Branch will cover the cost of an additional Executive member, or potentially a Branch Committee Chair, to attend the NEC meetings held prior to the 2014 AEC. Executive Benefits would apply as per the Branch policy with respect to early-bird registration. Additional costs to be covered would be hotel stay, round-trip travel and a share of any additional catering costs for the 2 days of NEC meetings. NAME: J. MacDonald / D. Romanish <i>Thomas Cheung attended the NEC meetings</i></p>	Carried
	<p>Motion: In an effort to operate more efficiently, CIPHI Alberta Branch will eliminate the Advocacy Committee Chair, Education Committee Chair, EPHW Committee Chair and Social Committee Chair positions. To ensure continuity, we will reassign the the necessary tasks from these outgoing positions into other existing Executive positions when the respective terms of reference are updated. NAME: J. MacDonald / S. Budgell</p>	Carried
	<p>Motion: (re: Retirement of William Hohn) I motion that a gift of \$200 - \$300 be purchased by the Branch. This gift may be given at our cross training session (workshop) or at his retirement if he is not available for the workshop NAME: J. Elliott / J. Roberts <i>Bill's accomplishments were recognized at his going away tea</i></p>	Carried
	<p>Motion: CIPHI Alberta Branch will donate \$1000 to the Environmental Health Foundation of Canada for support of their awards and charitable initiatives. NAME: J. MacDonald / D. Romanish</p>	Carried

5.0	Standing Items: Operational Excellence	
5.1	<p><u>Financial Update:</u> Each Executive member will develop a strong working knowledge of the Alberta Branch finances</p> <p>5.1.1 – 2013 Budget – D. Thepsouvanh</p> <p>5.1.2 – Auditors – J. MacDonald Auditors were given honorarium</p> <p>5.1.3 – 2014 Budget – D. Thepsouvanh Business as usual in 2014</p> <p>Motion: Move to allow \$1160 for the purchase of CIPHI promotional items for the Branch. NAME: D. Thepsouvanh /J. Roberts</p>	<p>5.1.1 – Closed</p> <p>5.1.2 – Closed</p> <p>Carried</p>
5.2	<p><u>Bylaws</u> – We will examine the bylaws to determine their relevancy and bring forward proposed changes to the membership for consideration.</p> <p>5.2.1 – Changes to Bylaws for 2014 – J. MacDonald These have been formally approved and are posted on our website</p>	
5.3	<p><u>Fall Workshop:</u> We recognize the importance of our Fall Educational Workshop from both a professional development and profitability standpoint.</p> <p>5.3.1 – 2014 Fall Workshop Update – J. MacDonald Need volunteers for: (those interested should contact Thomas) Tuesday evening – portfolio stuffing Wednesday evening – nametags, etc Thursday – social registration (Danny and perhaps Kyle volunteered) Friday – Speaker introductions (Jessica and Jeremy volunteered) Wayne volunteered to set up and take down Branch banners and print off ~ 12 copies of the ABN. Near the end of day on Thursday there will be a strategic planning meeting for the executive. Miller Thomson is the Platinum Sponsor, everyone should familiarize themselves with the MT reps.</p>	<p>D. Romanish to ask S. Yusuf to attend meeting</p>
5.4	<p><u>AGM:</u> We will conduct our business professionally at these meetings and make them as convenient for members to attend</p> <p>5.4.1 – 2015 AGM – J. MacDonald No updates</p>	
5.5	<p><u>Policies and Procedures:</u> We will support the creation and update of, along with the adherence to, policies and procedures.</p> <p>5.5.1 – Executive Benefits Policy – J. MacDonald and D. Thepsouvanh</p> <p>5.5.2 – Financial Policy – J. MacDonald and D. Thepsouvanh No updates for either policy</p>	

<p>5.6</p>	<p><u>Concordia: We will continue to foster a partnership with the Environmental Health program at Concordia University College of Canada.</u> 5.6.1 – BOC Mock Oral Exam – J. MacDonald Taking place on October 4, 2014 and being organized by K. Bauer 5.6.2 – Visiting Professor (Dr. Charles Hart) – J. MacDonald J. MacDonald, J. Elliott and J. Popadynetz attended a meeting with Dr. Charles Hart and C. Eskow regarding the development of a new EH program at a US University. J. MacDonald, T. Cheung, T. Thepsouvanh and J. Popadynetz attended Concordia in September to orient the students to CIPHI, BOC and CoPE.</p>	<p>5.6.2 - closed</p>
<p>5.7</p>	<p><u>Communications: Executive will develop skills to communicate effectively with membership and with external stakeholders.</u> 5.7.1 – Twitter formal position – J. Elliott No update 5.7.2 – Consultant updates – J. Elliott No update</p>	
<p>5.8</p>	<p><u>Executive Updates: The Executive members will consider the importance of future succession planning and their own attendance at meetings.</u> 5.8.1 – Update on Assistant Zone Councilor Positions – ALL D. Romanish is stepping down as the Calgary Zone Councilor and S. Yusuf is going to take over 5.8.2 – Branch Historians – K. Anderson No updates 5.8.3 – Committee Chair positions - J. MacDonald No updates</p>	<p>ALL - Bring forward any updates to meeting on Thursday, Sept 25, 2014</p>
<p>5.9</p>	<p><u>Alberta Branch Calendar: A Calendar tool will be created that tracks important dates for CIPHI Alberta Branch.</u> 5.9.1 – Important Dates to know – J. MacDonald Workshop – September 25 and 26 EPHW – today is the first day of EPHW, everyone to ensure posters are up in offices Mock Oral – October 4</p>	
<p>5.10</p>	<p><u>Terms of Reference: Terms of Reference will be reviewed and approved by December 31, 2014</u> 5.10.1 – Terms of Reference formatting update – J. MacDonald</p>	

6	Standing Items: Advocacy	
6.1	<p><u>Awards:</u> We will continue to use our awards as a way to engage & support our members and partners.</p> <p>6.1.1 – 2014 Awards Update – J. MacDonald Announced at AGM, Will be given out at Branch awards luncheon on Friday between 11:30 and 1:00pm. Will also mention the awards given out to Alberta at the National AEC. EHF award to be presented as well.</p>	
6.2	<p><u>EPHW:</u> We will continue to use EPHW as a way to celebrate and promote the profession</p> <p>6.2.1 – 2014 EPHW update – J. MacDonald and J. Elliott Missed the ball for EPHW proclamations, need to reassess how to go about doing these each year. There has been a presence on twitter and facebook, also a national press release may get picked up.</p>	
6.3	<p><u>Membership Engagement:</u> Zones will actively engage membership each month through Infoshare, meetings, phone calls, etc</p> <p>6.3.1 – Zone Councilor engagement of members – ZCs No updates</p> <p>6.3.2 – What does CIPHI do for me? – J. MacDonald Asked to submit an opinion paper to EPHR</p>	
6.4	<p><u>Social Committee:</u> Our Executive will be supportive and aware of social events associated with the Alberta Branch brand</p> <p>6.4.1 – Sock Drive 2014 – J. MacDonald No sock drive this year, but if there are any other similar efforts please ensure to send photos and a story to ABN Federal – volunteering at Hope Mission in Late October</p>	
6.5	<p><u>Website & Members Service Center:</u> Our Executive will visit the website and MSC routinely and be aware of opportunities with respect to outward communications via these forums.</p> <p>6.5.1 – MSC –J. Elliott 6.5.2 – Website – J. MacDonald No updates for both</p> <p>Gmail used to only recognize non-profits in the US but now this has changed, J. Elliott And J. Roberts are looking into getting more accounts.</p>	
6.6	<p><u>Alberta Branch News:</u> We will support the bi-annual newsletter as a way to effectively communicate to our membership.</p> <p>6.6.1 – Fall Edition of Alberta Branch News – J. MacDonald ABN came out today.</p>	<p>W. Quan to bring ~12 copies of Fall ABN to workshop</p>

6.7	<p><i>Advocacy: We will proactively pursue creative methods to promote the profession such as creating promotional materials for our displays, attending workshops as exhibitors and/or presenters, creating a poster contest, being involved in career fairs, etc.</i></p> <p>6.7.1 – EPH in the News – J. MacDonald Potentially some big changes within AB, with the new Premier and new Health Minister. J. Roberts was interviewed by CBC</p> <p>6.7.2 – ONE HEALTH Update – P. Hodgkinson</p>	6.7.2 - closed
7	New Business	
7.1		
8	<p>Adjournment MOTION: Motion to adjourn at 5:10pm NAME: D. Romanish/J. Roberts</p>	
	Next Meeting: TBA	